



How to write an Informal Letter.



The Writing Strategy of an Informal Thank-You Letter.

1. Write your address and the date in the top right (- hand) corner
2. Start the letter with: **Dear + Name**,
3. Ask how a person you are writing to is or express your hope she/he is well
How are you? I hope you are well. Then express your gratitude for the received letter.
Thanks for your letter. It was good to hear from you.
4. You are allowed to use short forms (contractions): **It's, You're, I'd** and colloquial expressions.
5. You finish the letter with: **Love, Lots of love, Best wishes,**
6. Then sign it with your name
7. If, after having finished the letter, you want to add something, do it in post scriptum. - **PS**

Ex.1 Match the missing parts of the letter (a-f) with the gaps (1-6)

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
<p>How are you? Thanks so much for your last letter. It was great to hear from you and catch up on all your news. It sounds like you have a really interesting lifestyle! It's brilliant! We don't live near the mountains so I've never been rock climbing but I'd love to try it.</p> <p>I reckon I have a healthy lifestyle too. I sleep for about eight hours every night and eat loads of fruit and vegetables. I like doing exercise. I enjoy all types of sport, but I'm really good at basketball. My best mate and I are in the school team. Last month, I decided to do something different. I did a snorkelling course at our local swimming pool. It was a laugh! I met a lot of really nice kids.</p> <p>Why don't you come here in the holidays? It would be great to get together! Hope to see you soon!</p> <p>4 <input type="text"/></p> <p>5 <input type="text"/></p> <p>6 <input type="text"/></p>	

Ex.2 Find informal words and phrases in the letter that mean:

- 1) thank you _____
- 2) very good _____
- 3) lots of _____
- 4) I think _____
- 5) fun _____
- 6) best friend _____
- 7) kids _____

Ex.5

Imagine Adam is your penfriend. Write a reply telling him about your lifestyle. Use the writing guide to help you. Remember to use informal language and some of the useful expressions



a) Dear John, _____

b) Adam _____

c) 15 Coulter Road,
Ashford _____

d) PS My brother sends
his love too. _____

e) 25th May 2015 _____

f) Best wishes, _____



Ex. 3 Answer the questions about Adam's letter.

- 1) What phrases does he use to open and close his letter?
- 2) Which five different contractions does he use?
- 3) What activities did each of them do recently?
- 4) What information does he add after his name?

Ex.4 Rewrite these sentences in a more informal style.

- 1) Thank you for inviting me to your birthday party. It was fun!

2) Adam thinks there are lots of very good places to visit near here.

3) Thank you for the book. It's very good.

4) I think my best friend is fun.